

## Self-help Registration Senior Students: 08 to 17 January 2018

**NB: Off-campus self-help registration is only available for current NUST students who are continuing their studies in the same programme of studies.**

### For Students Who Have Off-Campus Internet Access

There is no need to keep the registration schedule below. You can register from anywhere, at any day and time between 08 to 17 January 2018.

**STEP 1:** Pay N\$ 4 000 as the deposit on your tuition fees. If through the bank, it should be at least 2 working days before your scheduled registration date. It is not necessary to fax the deposit slip provided that your student number is correctly indicated on the reference line or as recipient reference (for on-line banking). Otherwise fax to 061-207 9254/9743. For enquiries regarding on-line payments contact: Tel: 061-2072254/2072743 or Email: studentdebtors@nust.na.

**STEP 2:** Log on to our website at [www.nust.na](http://www.nust.na) and click on Student Kiosk. Log on with your student number and pin and click on Registration. Read and follow the steps for Online Registration. Register and print a proof of registration. For assistance regarding online registration contact: The HelpDesk - 061 -2072056/2775 or refer to the 6 EASY STEPS FOR ONLINE REGISTRATION on our website.

**STEP 3:** If you register on distance mode, collect your study material on weekdays on or before 07 July 2017 from COLL or your nearest Regional Centre. You will be expected to present your proof of registration to collect your study material.

### FOR STUDENTS WHO NEED THE ON-CAMPUS ICT FACILITIES OF NUST MAIN CAMPUS OR REGIONAL CENTRES:

**Registration will take place as indicated on the schedule below from 11-17 January 2018 at the following venues:**

- All Full-time, Part-time and Windhoek-based Distance Education Students will be registering at the Science and Technology Building, Main Campus.

- REGIONAL DISTANCE EDUCATION STUDENTS will register online at their respective Regional Centres.

### FEES

- Deposit on Tuition Fees (including a non-refundable registration fee of N\$ 1 520) is N\$ 4 000 undergraduate and honours degrees and N\$ 8 000 for Master and PHD degrees. If the total fee account is below the minimum amount specified above, then the full fee account is payable on the day of registration.
- Deposit on Residence Fees: N\$ 4 000 (including a refundable breakage fee of N\$ 970). All NSFAF loan holders must pay the deposit.
- Students with outstanding accounts will NOT be allowed to register. Check the Student Kiosk for outstanding fees on Tuition or Accommodation. For outstanding library fines, logon to our website at [www.nust.na](http://www.nust.na) and click on "library".
- Students may pay directly into the NUST banking account: Account number: 55500126319, at First National Bank, Ausspansplatz Branch, Branch Code: 281872. Please ensure that your valid student number is indicated in the reference block.
- Speed Point facilities will be available for payment by credit or debit card.

### Other Important Notices

- Compulsory Vacation School: All Distance Education Students
  - Computerized Accounting: 29 January to 01 February 2018
- All **continuing** Postgraduate Students may register on any day of their choice as from 08 - 17 January 2018.
- Late Registration:** 30 January to 02 February 2018 (late fee of N\$ 440 payable in addition to the registration fee of N\$ 4 000)

### For students who need to use the ICT facilities of NUST Online registration schedule: 11 - 17 January 2018

Students are advised to turn up during the timeslots allocated as per the first letter of their surname. This will minimise waiting time.

Date	Programme	Time	Surname	Date	Programme	Time	Surname
Thursday 11 January	<b>Faculty of Management Sciences</b> • Business Management / Administration • Entrepreneurship • Logistics and Supply Chain Management • Office Management  <b>Faculty of Human Sciences</b> All Programmes	08:00 - 09:00	A-D	Tuesday 16 January	<b>Faculty of Natural Resources and Spatial Sciences</b> All programmes  <b>Faculty of Management Sciences:</b> • Economics • Marketing	08:00 - 09:00	A-D
		09:00 - 10:00	E-G			09:00 - 10:00	E-G
		10:00 - 11:00	H-I			10:00 - 11:00	H-I
		11:00 - 12:00	J-K			11:00 - 12:00	J-K
		12:00 - 13:00	L-M			12:00 - 13:00	L-M
		13:00 - 14:00	N-O			13:00 - 14:00	N-O
		14:00 - 15:00	P-S			14:00 - 15:00	P-S
		15:00 - 16:00	T-Z			15:00 - 16:00	T-Z
Friday 12 January	<b>Faculty of Management Sciences</b> Accounting and Finance  <b>Faculty of Health and Applied Sciences</b> All Programmes	08:00 - 09:00	A-D	Wednesday 17 January	<b>Faculty of Engineering:</b> All programmes	08:00 - 09:00	A-D
		09:00 - 10:00	E-G			09:00 - 10:00	E-G
		10:00 - 11:00	H-I			10:00 - 11:00	H-I
		11:00 - 12:00	J-K			11:00 - 12:00	J-K
		12:00 - 13:00	L-M			12:00 - 13:00	L-M
		13:00 - 14:00	N-O			13:00 - 14:00	N-O
		14:00 - 15:00	P-S			14:00 - 15:00	P-S
		15:00 - 16:00	T-Z			15:00 - 16:00	T-Z
Monday 15 January	<b>Faculty of Management Sciences</b> • Human Resources Management • Transport Management  <b>Faculty of Computing and Informatics</b> All Programmes	08:00 - 09:00	A-D	Download your timetable from our website at <a href="http://www.nust.na">www.nust.na</a>  Lectures begin on <b>Wednesday, 31 January 2018</b>			
		09:00 - 10:00	E-G				
		10:00 - 11:00	H-I				
		11:00 - 12:00	J-K				
		12:00 - 13:00	L-M				
		13:00 - 14:00	N-O				
		14:00 - 15:00	P-S				
		15:00 - 16:00	T-Z				